



CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR PUBLIC HEALTH

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Janie Miller
Secretary

December 15, 2010

Local Health Department Directors and Nurse Leaders,

The Division of Administration and Financial Management is pleased to announce that we have updated the Administrative Reference (AR). The AR includes policies, procedures and other relevant information to conduct Local Health Department operations. **These updates are effective January 1, 2011.**

I want to thank DPH staff for their participation in getting these updates completed and a special thank you to three local health department (LHD) directors; Nancy Crewe, Maria Hardy and Brandon Hurley for their participation.

I am confident everyone will appreciate the final product. This AR will better assist LHD directors and nurse leaders in providing education to their staff (new and tenured). You will notice that we have continued with the same format as the August 2010 updates that include a general table of contents as well as a table of contents within most sections. The majority of those tables of content have the capability of hyper-linking directly to the content you need to reference. This function will assist in finding the policies and procedures with greater ease. It is our desire that these AR updates will prove to be user-friendly and reduce the amount of time spent locating the information.

Enclosed with this AR cover letter you have received a CD containing the AR updates. The updated AR will also be available on the DPH Internet website located at <http://chfs.ky.gov/dph/Administrative+Reference.htm>. Furthermore, I plan to request additional time on the next KHDA meeting agenda to address the updated AR. To assist with audits and accreditation purposes; the previous version of the AR will remain available on the DPH Internet.

The Local Health Operations (LHO) Branch will continue having primary responsibility for coordinating and facilitating future updates to the AR. We will have one more six-month review starting soon after we return from the New Year holiday. Beginning July 1, 2011 we will transition from a bi-annual review cycle to an annual AR review cycle. We believe this will be more beneficial to the local health departments as well as DPH staff.

Should you have questions, please don't hesitate to send them to the LHO Help Desk by emailing localhealth.helpdesk@ky.gov. Please share this communication with your staff.

Best Regards,

Rosie Miklavcic, RN BSN MPH
Director of Nursing and Administration & Financial Management Division



Department for Public Health Administrative Reference

The following revisions have been approved to incorporate in the Administrative Reference, with an effective date of January 1, 2011.

If you have paper copies of the Administrative Reference to update, the page numbers that have been revised are noted below.

Volume I	
Section	Description
Table of Contents	Revised due to renumbering of page numbers in revised sections.
Foreword and Charter	P. 3 Revised date of AR edition to December 31, 2010.
Contact Information	P. 2 Updated DPH organizational chart.
Accreditation and QA/QI	No changes
Boards of Health	No changes
Environmental	P. 5 Under Reference Materials, added: For instructions on how to order environmental forms and/or pamphlets, please refer to the Forms Ordering Process listed on the Local Health Operations website at http://chfs.ky.gov/dph/info/lhd/lhob.htm .
Financial Management	P. 15-16 Grammatical errors corrected. P.17 Under D.1., deleted "each independent contract or on" Revised F. Review of Contracts - Replaced CHFS with AFM. P. 18 & 47: Corrected Graves County ID Code to 142
LHD Facilities and Equipment	No changes
Local Health Operations	P. 3 For clarification purposes, added the words interpretive services to the first paragraph. Corrected grammatical errors. P. 5 Provided more clarification of submitting the request to the attention of the AFM Division Director. P. 10 Under Policy, added the language "storage of confidential information". P. 14 Updated the procedures that were effective 8/6/10. P. 19 Under Environmental Reporting, revised the anticipated effective date to February 2011 and updated the name of the web-based system. P. 19-20 Public Health Laboratory Reporting information updated.
Medical Records Management	P. 14 Revised Authorization to Release Information (Who May Sign) paragraph to read: The guidelines as to who may sign an authorization to release information are those applicable to the signing of consents for services. See Consent/Authorization for Services in this section for guidance on obtaining consents. The "Authorization to Release/Request Patient Information" Form (CH-23) is located in the PHPR Forms Section.

Volume I		
Section	Description	
Personnel	P. 31	Added HIV to first and fourth paragraphs on second page of LHD Employee Privacy and Security of Protected Health, Confidential and Sensitive Information Agreement.
	P. 33	Updated the website link to the Tuition Assistance and Education Leave contract and forms.
Public Health Core Functions and Community Health Planning	Page 24:	Added Kentucky Revised Statutes, Title XVIII – Public Health
	Page 25-27:	Revised the page Headings and included some KRS descriptions
	Page 40:	Added MAPP to Models of Community Health Assessments
	Page 41:	Revised COPD Code to 249- - ; revised Healthy Communities to OHC- -
	Page 43-53:	Revised Activity/Objective Codes to include reportable version along with code with decimal
Training Guidelines and Program Descriptions	<u>Training Guidelines updated:</u>	
	P. 7	Maternity - Funding Sources: Federal MCH Block, State General
	P. 8	Resource Persons – Cost Center corrected to 852
	<u>Program descriptions updated:</u>	
	P. 90-92	Newborn Screening Program
	P. 75-81	Laboratory Services
	P. 85-89	Maternity Services
	<u>New program description added:</u>	
	P. 99-101	Preconception/Folic Acid Guidelines
	<i>(Section page numbers changed due to new additional pages)</i>	

Volume II		
Section	Description	
Breast and Cervical Cancer Screening & Follow-up	No changes	
Environmental Fee Revenue Procedures Guidance	No changes	
EHMIS	No changes	
OSHA Bloodborne Plan	P. 39	OSHA contact information updated

Volume II	
Section	Description
Patient Services Reporting System (PSRS)	<p>P. 11: Added PCP# regarding FQHC information requirements.</p> <p>P. 13: KEIS removed.</p> <p>P. 20: Forms CH-5, CH-5B, CH-5-WIC, CH-5B-WIC identified and to be accessed from the Local Health Operations webpage.</p> <p>P. 22: Change in LHD ONLY text box on CH-5B.</p> <p>P. 27: Added notation regarding new CH-5-WIC and CH-5B-WIC.</p> <p>P. 50: Removed KEIS information. Clarifying information under Vaccine NV codes when providing vaccines to adults with Medicaid coverage.</p> <p>P. 71-73: Added HPV and Breast Ultrasound information and result codes.</p> <p>P. 74: CH-47 document can be obtained from the LHO webpage.</p> <p>P. 76: Nutrition Education classes (other than WIC) clarified. HPV and breast ultrasound information added.</p> <p>P. 77: Bi-Rads, #6 result code revised to appropriate definition. Pap result codes slight wording changes. HPV result codes added.</p> <p>P. 78: KEIS information removed.</p> <p>P. 79: More clarity for reporting Provider, result, referral, or specimen codes on Supplemental Reporting document.</p> <p>P. 89: Revised information regarding Presumptive Eligibility (PE) patients instructions to apply for Medicaid at DCBS.</p>
Personnel Reference Manual	No changes
Vital Statistics: Paternity Acknowledgement Program and Registrar Guidelines	No changes
WIC Program	P. 280-302 Revisions were made to the Vendor Section.

Approved by:


 Commissioner


 Date